

## REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST <b>18 Mar 53</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)  <b>Recruitment Request</b>		6. EFFECTIVE DATE A. PROPOSED:  B. APPROVED:	7. C.S. OR OTHER LEGAL AUTHORITY  <b>AD(Pers) memo of 4 Nov '52</b>
8. POSITION (Specify whether establish, change grade or title, etc.)  <b>JOT - Admin./Mgmt. trainee (12)</b>			

FROM—	8. POSITION TITLE AND NUMBER	TO— <b>JOT Admin/Mgmt. Trainees</b>
	9. SERVICE, GRADE, AND SALARY	<b>GS 7 to 14 incl.</b>
	10. ORGANIZATIONAL DESIGNATIONS	
	11. HEADQUARTERS	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

To be recruited under JOT program and standards for approx. 6 mo. on the job training in Civil Service at the rate of 12 per year. Selection to be made by Training with advice and assistance of Management Officer.

25X1A

B. REQUESTED BY (Name and title)

**W.L. Peel, Mgmt. Officer**

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone number)

Title: **Chief, Jr. Off. Tr. Div., Office of Trng.**

13. VETERAN PREFERENCE					14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT.	10-POINT	NEW	VICE	I. A.	REAL	
				DISAB. OTHER					
15. SEX	16. RACE	17. APPROPRIATION			18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE
		FROM:							<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
		TO:							STATE:

21. STANDARD FORM 50 REMARKS

Candidates for this program will be screened by Mgmt. Officer for technical competence before referral to Training.

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVED BY			

I RESIGN FOR THE FOLLOWING REASON:

DATE \_\_\_\_\_

MY LAST WORKING DAY WILL BE \_\_\_\_\_

(SIGNATURE) \_\_\_\_\_

**24. SEPARATION DATA**

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) \_\_\_\_\_

(CITY) \_\_\_\_\_

(ZONE) \_\_\_\_\_

(STATE) \_\_\_\_\_

**BRIEF DESCRIPTION OF DUTIES**

1. Intern assignment in O&M as Management Analyst with duties according to experience, grade and ability on O&M projects throughout Agency.
2. Eventual assignment to O&M Service or to Administrative position at headquarters or overseas..

**QUALIFICATIONS****EDUCATION**

(If pertinent)

AGE RANGE 25-45 SEX M or FEssential: **College degree**Desired: **MA in Bus. or Pub. Admin  
Graduate of Administrative Intern program of Gov't****ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)**

1. Meet standards of JOT program waiving area and language.
2. Special training in Management including Organization and Methods, Budget and Personnel administration.
3. Outstanding executive leadership potential with emphasis on ability to present ideas clearly and concisely - oral and written.
4. Analytical mind with creative imagination and pleasing personality.

**DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)**

**Training and experience in Statistics, Accounting, Finance, Procurement, Supply, Overseas Administration, Military Intelligence, Salesmanship, Reports Writing, Planning Systems, Work Simplification, Time and Motion Studies, Files, Machine Records and Office Equipment.**